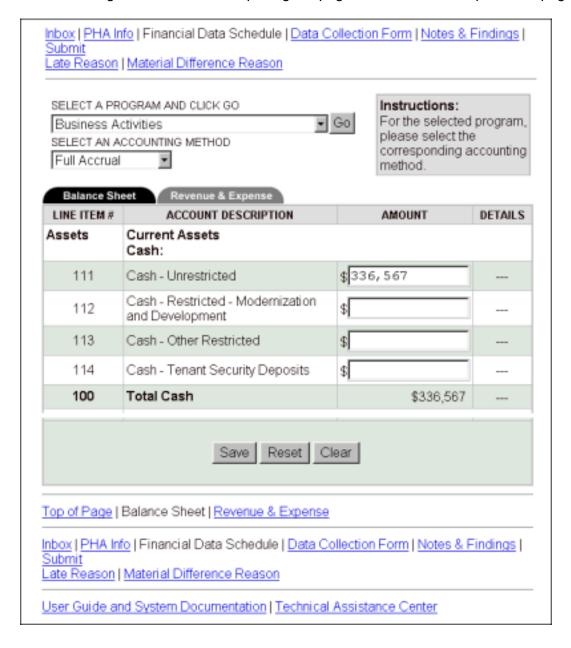
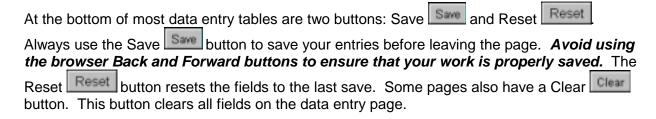
Chapter 4: Common System Features

Page Layout

The Financial Assessment Subsystem for PHAs (FASS-PHA) allows users to electronically submit Financial Data Schedules (FDS) and Data Collection Forms (DCF) to HUD. The system consists of data entry pages that allow authorized PHA users to enter financial information. The page layout in FASS-PHA is consistent throughout the application. The **Financial Data Schedule** page is shown as an example. Links to other pages are located at the top and the bottom of each page. Links are underlined. The current page is not underlined. An *Instructions* box containing instructions for completing the page is located at the top of most pages.



In the middle of each page is a data entry table where users enter financial information in the blank fields. Users can click on the tabs at the top of the table (or the underlined links at the bottom of the page) to move to another page. Some pages also include underlined <u>Details</u> links to additional pages requesting more detailed information on a specific item.



Printing Pages

To print pages, use the browser Print button at the top of your screen.

Contacting the Technical Assistance Center

If you have questions about using the FASS-PHA system, you can contact the REAC Technical Assistance Center (formerly the REAC Customer Service Center) by phone or by email.

By Phone

You can call the REAC Technical Assistance Center with system questions toll-free Monday through Friday, 7:00 a.m. to 8:30 p.m., Eastern Time at **1-888-245-4860**.

By E-mail

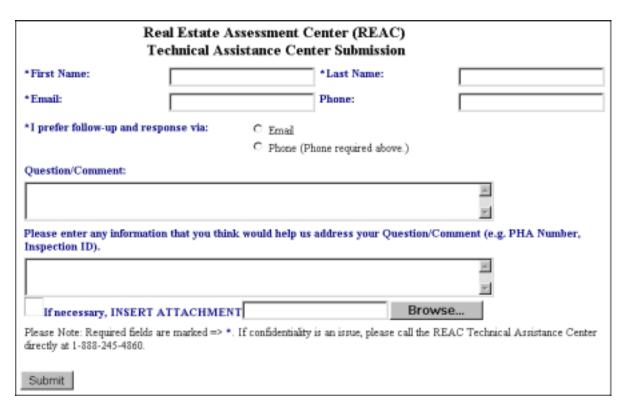
You can send an email message to the REAC Technical Assistance Center using the <u>Technical Assistance Center</u> link at the bottom of every FASS-PHA page.

To send an e-mail message to the REAC Technical Assistance Center:

 At the bottom of the FASS-PHA page, click on the <u>Technical Assistance Center</u> (formerly the <u>Customer Service Center</u>) link. The **Real Estate Assessment Center (REAC)** page displays.



2. Click on the underlined here link. The Real Estate Assessment Center (REAC) Technical Assistance Center Submission page displays.



3. Click in the blank fields and enter the information requested. Users must enter their *First* and *Last Name*, *Email* address, and *preferred method of response*.

FIELD NAME	EXPLANATION
First Name	Click and type in your first name. This field is required
Last Name	Tab and enter your last name. This field is required.
Email	Tab and enter your email address. This field is required.
Address	
Phone	Tab and enter your phone number.
Response	Tab and select the preferred method of response to your question. Click
Preference	on either the <i>Phone</i> or <i>Email</i> radio button to select it.
Question/	Tab and enter your question or comments. Be specific.
Comment	
Additional	Tab and enter any additional information pertaining to your question (e.g.,
Information	PHA number)
Insert	Tab to attach files, if necessary. Click on the Browse button. The File
Attachment	Upload window displays. Find the file in the appropriate directory. Click
	on the file to select it. Click on the Open button to attach the file.

4. Click on the Submit button to send the question or comments to the REAC Technical Assistance Center.